



**MINUTES**  
**FORMAL MEETING OF CITY COUNCIL**  
Diamondhead, Mississippi  
Council Chambers, City Hall  
April 15, 2014  
6:00 pm CST

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**I. Call to Order** – Mayor Pro Tempore Knobloch called the meeting to order at 6:00 p.m. CST.

**1. Invocation** – Councilmember Rech

**2. Pledge of Allegiance** – Councilmember Rech

**3. Roll Call** –

Present: Councilmen Lopez, LaFontaine, Knobloch, Sislow and Rech; Mayor Schafer-arrived at 6:15 p.m.  
Absent: None.

**4. Confirmation or Adjustment of the Agenda Order** – Councilmember Rech moved, seconded by Councilmember Sislow, to accept the Agenda Order with the following addition to the order of business:

**II. Presentation Agenda**

**1. Council Comments**

f. Mississippi Municipal League Scholarship available for High School Seniors-information is available on the MML website.

g. Economic Development Workshop with Ashley Edwards of the Port & Harbor Authority will be held May 7, 2014, at 6:00 p.m. at City Hall

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and. Nays: None. Absent: Mayor Schafer.

**MOTION CARRIED UNANIMOUSLY**

**II. Presentation Agenda**

**1. Council Comments**

- a. The next regularly scheduled Council Meeting will be held at 6:00 p.m. CST on Tuesday, May 6, 2014 in Council Chambers located at 5000 Diamondhead Circle
- b. Presentation of Hancock County Stream Restoration Project – Nancy Depreo of Seymour Engineering conducted a power point presentation explaining the project. Ms. Depreo invited Council's commitment to join the Cities of Waveland and Bay St. Louis and the Hancock County Board of Supervisors in a collaborative grant application for stream and/or tributary restoration through Mississippi Department of Environment Quality (MDEQ). Mayor and Council through general consensus agreed to move forward with the application process with necessary Council action to be considered at the May 6, 2014 meeting.
- c. Senator Moran addressed the Mayor and Council to encourage their participation in the MDEQ Stream Restoration Project application. The Senator pledged his support of a collaborative effort for a county-wide project application and the development of a committee to prioritize streams and/or tributaries in most need of restoration.

- d. Councilmember LaFontaine provided an update on City of Diamondhead Youth Council. He explained the application has been uploaded to the City's website and would be emailed and available at the local schools. The deadline for applications is May 16, 2014.
- e. Councilmember LaFontaine provided an update from the Solid Waste Authority. The County is beginning to implement a recycling program. In addition, he reported that the hazardous waste grant application was approved but was not funded at 100 percent.
- f. Scholarship applications for high school seniors are now being accepted for the Mississippi Municipal League annual scholarship.
- g. Economic Development Workshop with Ashley Edwards of the Port & Harbor Authority will be held May 7, 2014, at 6:00 p.m. at City Hall

## 2. City Manager's Report

- a. City Manager Rose informed the Mayor and Council of the City's intent to dispose of unused traffic tickets. He explained the tickets contained incorrect contact information. Updated traffic ticket forms have been ordered.
- b. City Manager Rose provided an update on funds available for paving projects. He explained a budget amendment would be forthcoming to increase the capital outlay budget an additional \$150,000 resulting in a total allocation of \$250,000 for paving projects. A scope of paving work will be presented to Council for review.
- c. Police Department Captain Al Hermann reported to Mayor and Council his department had responded to 110 calls for the period April 1 – 15, 2014.
- d. City Manager Rose introduced Bobby Weaver, Project Manager with Seymour Engineering. Mr. Weaver recently conducted a traffic study and submitted his recommendations to the City. The purpose of the study was to advise the City of signage corrections and installations recommended by Mississippi Department of Transportation regulations.

## 3. Public Comments

- a. Pete Kolf addressed the Mayor and Council regarding Agenda Item 2014-3138- Resolution 2014-093 authorizing the lease of buildings, facilities and equipment approving other documents relating to lease, and authorizing certain action by City officials. Mr. Kolf expressed his concerns with regards to legality of the transaction.

## III. Policy Agenda

1. **Approval of Minutes** – Councilmember LaFontaine moved, seconded by Councilmember Lopez, to approve the April 1, 2014 Formal Meeting Minutes as presented.

Ayes: Lopez, LaFontaine, Knobloch, Rech, Sislow and Mayor Schafer. Nays: None. Absent: None.

**MOTION CARRIED UNANIMOUSLY**

2. Resolutions

- a. **2014-3127:** Resolution 2014-092: Resolution awarding and/or rejecting bids for lot cleanup and/or demolition of certain property within the City of Diamondhead and providing for the assessment of costs to the said properties – 574 Anoai Place

Councilmember Knobloch moved, seconded by Councilmember Lopez, to table Resolution 2014-092 awarding and/or rejecting the single bid received from CBR Trucking in the amount of \$3,100.00 for lot cleanup and/or demolition of certain property within the City of Diamondhead and providing for the assessment of costs to the said properties – 574 Anoai Place.

Ayes: Lopez, LaFontaine, Knobloch, Rech, Sislow and Mayor Schafer. Nays: None. Absent: None.

**MOTION CARRIED UNANIMOUSLY**

- b. **2014-3138:** Resolution 2014- 093: Resolution authorizing the lease of buildings, facilities and equipment; approving other documents relating to lease; authorizing certain action by City officials Councilmember Sislow moved, seconded by Councilmember Rech, to resolve to authorize the lease of buildings, facilities and equipment; approving other documents relating to the lease; and authorizing certain action by City officials. **(RESOLUTION AND SUPPORTING DOCUMENTS ARE REPRODUCED AT THE END OF THESE MINUTES AND MADE A PART THEREOF.)**

Ayes: LaFontaine, Knobloch, Rech, Sislow and Mayor Schafer. Nays: Lopez. Absent: None.

**MOTION CARRIED**

**3. Issue Bids**

- a. **2014-3124:** RFP 2014-1032 -Approve the Procurement Selection Committee's recommendation to select Professional Grant Management Services, LLC for Consulting Services for the Community Development Block Grant to fund proposed ADA improvements to City Hall

After the proposals were rated by the Procurement Selection Committee composed of Professional Grant Management Services, LLC received the highest rating overall and was chosen. Councilmember Knobloch moved, seconded by Councilmember LaFontaine, to approve the Procurement Selection Committee's recommendation to select Professional Grant Management Services, LLC for Consulting Services for the Community Development Block Grant to fund proposed ADA improvements to City Hall. The following companies, in alphabetical order, were also rated:

Charles Benvenuti	258 points
South MS Planning & Development	269 points

Ayes: Lopez, LaFontaine, Knobloch, Rech, Sislow and Mayor Schafer. Nays: None. Absent: None.

**MOTION CARRIED UNANIMOUSLY**

- b. **2014-3125:** RFP 2014-1031-Approve the Procurement Selection Committee's recommendation to select Eley Guild Hardy Architects for Architect Services for ADA improvements to City Hall funded by the Community Development Block Grant

After the proposals were rated by the Procurement Selection Committee composed of 1, 2, 3, and 4 Eley Guild Hardy Architects received the highest rating overall and was chosen. Councilmember Knobloch moved, seconded by Councilmember Sislow, to approve the Procurement Selection Committee's recommendation to select Eley Guild Hardy Architects for Architect Services for proposed ADA improvements to City Hall funded by the Community Development Block Grant. After the proposal were rated The following companies, in alphabetical order, were also rated:

Architectural Design
M3A Architecture, PLLC
Michael Reeves

Ayes: Lopez, LaFontaine, Knobloch, Rech, Sislow and Mayor Schafer. Nays: None. Absent: None.

**MOTION CARRIED UNANIMOUSLY**

**4. Planning and Zoning**

- a. **2014-3135:** Case File Number 2014 00066 – Variance request application of The Pantry (Kangaroo Express); tax parcel number 132H-1-13-012.000

Councilmember Sislow moved, seconded by Councilmember Rech, to grant a variance of the 25' front yard setback for C-1 Zoning in the matter of an application of The Pantry (Kangaroo Express), by and through David Whittington, to enlarge a non-conforming structure (carwash) to be within 6.6' and 7' of north property line; tax parcel number 132H-1-13-012.000; property address 100

Northeast Interchange, Diamondhead; said request having first been considered and approved by the City's Planning and Zoning Commission on March 25, 2014.

Ayes: Lopez, LaFontaine, Knobloch, Rech, Sislow and Mayor Schafer. Nays: None. Absent: None.

**MOTION CARRIED UNANIMOUSLY**

**5. Other actions**

**a. 2014-3106: Approve FY2013 Comprehensive Annual Financial Report**

Councilmember Rech moved, seconded by Councilmember Sislow, to accept and approve the FY2013 Comprehensive Annual Financial Report (CAFR). (DUE TO DOCUMENT SIZE, THE REPORT IS ON PERMANENT FILE IN THE OFFICE OF THE CITY CLERK)

Ayes: Lopez, LaFontaine, Knobloch, Rech, Sislow and Mayor Schafer. Nays: None. Absent: None.

**MOTION CARRIED UNANIMOUSLY**

**b. 2014-3140: Approve Budget Amendment FY2014-301-4 - 4-Ton Asphalt Recycler/Hot Box Trailer actual purchase cost \$38,918.00**

Councilmember LaFontaine moved, seconded by Councilmember Knobloch, to approve Budget Amendment FY2014-301-4 actual cost of \$38,918.00 for the purchase of a 4-ton asphalt recycler/hot box trailer.

Ayes: Lopez, LaFontaine, Knobloch, Rech, Sislow and Mayor Schafer. Nays: None. Absent: None.

**MOTION CARRIED UNANIMOUSLY**

**c. 2014-3144 - Approve Budget Amendment FY2014-650-1 – Planning and Zoning- Increase professional services for Building/Planning & Zoning**

Councilmember LaFontaine moved, seconded by Councilmember Knobloch, to approve Budget Amendment FY2014-650-1 adding \$5,000 budgetary line item for subdivision regulations; increase legal services from \$2500 to \$5000; P/Z general services and subdivision regulations from \$2,500 to \$10,000; funds to be reduced : Personnel Services -\$8,546 and Contractual Services -\$6,454.

Ayes: Lopez, LaFontaine, Knobloch, Rech, Sislow and Mayor Schafer. Nays: None. Absent: None.

**MOTION CARRIED UNANIMOUSLY**

**IV. Routine Agenda**

**1. Docket of Claims**

Councilmember Rech moved, seconded by Councilmember Sislow, to approve the Docket of Claims as presented.

Ayes: Lopez, LaFontaine, Knobloch, Rech, Sislow and Mayor Schafer. Nays: None. Absent: None.

**MOTION CARRIED UNANIMOUSLY**

**2. Presentation of Revenue and Expense Report – March 2014**

**V. Public Comments on Non Agenda Items – None**

**EXECUTIVE SESSION**

Councilmember Knobloch moved, seconded by Councilmember Rech, to go into closed session to discuss the necessity for an Executive Session. The motion carried unanimously to go into Closed Session at 7:20 p.m. CST.

Councilmember Knobloch moved, seconded by Councilmember LaFontaine, to enter into Executive Session for personnel matters. The motion carried unanimously.

Councilmember Sislow moved, seconded by Lopez, to come out of Executive Session. The motion carried unanimously.

Councilmember Sislow moved, seconded by Councilmember Rech, to resume Regular session. The motion carried unanimously and the regular meeting reconvened at 8:45 p.m. CST.

**RETURN TO REGULAR SESSION**

The City Attorney announced that personnel matters were discussed in Executive Session and no official action was taken.

**VI. Adjourn**

Mayor Schafer moved, seconded by Councilmember Rech, to adjourn the meeting at 8:46 p.m. CST. The motion carried unanimously.

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Thomas E. Schafer, IV  
Mayor

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Kristin Ventura  
City Clerk